

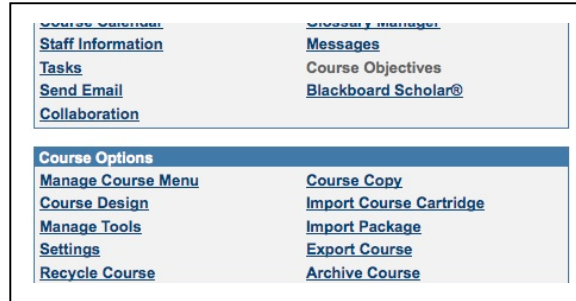


Blackboard

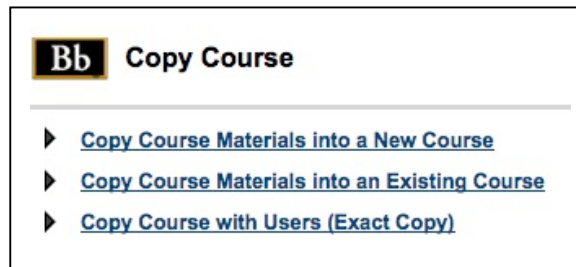
Copy Content From One Blackboard Course To Another

These procedures can be used to copy student enrollment from one course to another as long as you are an instructor in both courses.

1. Start from within the Blackboard course that you want to copy materials FROM.
2. In the "Control Panel", select **Course Copy** from the **Course Options** area (Bottom left side of screen).

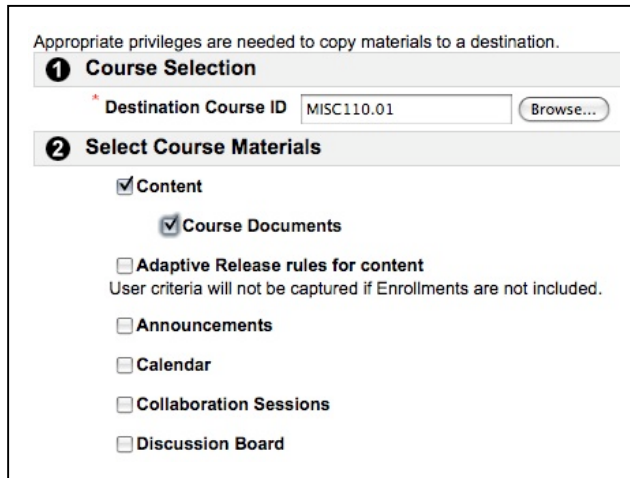


3. Click on “**Copy Course Materials into an Existing Course**”.
4. In the **Destination Course ID** text box, enter the course ID and section number of the course you want to copy materials INTO.



You may also do a search for a course by clicking on the **Browse** button.

5. Place a check next to the materials you wish to copy. *You may use this procedure to copy enrollments into the course as well, but you MUST have at least one item in section 2 checked to copy student enrollments as well.*



6. Click Submit at the bottom right side of the screen. You will receive an email when the copy process has been completed, which only takes a few minutes.